



KING COUNTY
TECHNICAL INFORMATION PROCESSING SPECIALIST III
KING COUNTY SUPERIOR COURT
Hourly Rate Range \$16.68 - \$21.15
Job Announcement: 04GF4325
OPEN: 6/1/04 CLOSE: 6/16/04

WHO MAY APPLY: This **half-time** position is open to the general public. The incumbent in this position will receive the County's benefit package.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room W-554** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room W-554, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the King County Courthouse in downtown Seattle but the incumbent may be required to work at other court facilities.

WORK SCHEDULE: This is a half-time position working 17.5 hours per week. Work schedule is Monday through Friday, 8:30 a.m. to 12:00 p.m.

PRIMARY JOB FUNCTIONS INCLUDE: The incumbent is responsible for processing various documents and information by operating a mainframe or personal computer requiring the use of specialized and complex software/program applications with speed and accuracy. Modifies and implements specialized programs or design applications. Provides clerical support to Superior Court judges, commissioners, and administrative staff using computer and transcription equipment. Provides technical assistance in the use of appropriate computer applications and procedures. Prepares jury instructions; transcribes letters, reports, charts, graphs, presentation materials, and memos; and generates the daily court calendar.

QUALIFICATIONS: A high school diploma or GED plus two years' experience in word processing, office procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A minimum typing speed of 65 wpm and intermediate to advanced knowledge of various software applications (Microsoft Outlook, MS Word, MS Excel, Access, PowerPoint, etc.) and computer hardware functions are required. Must have prior training experience and skill in producing documents that may require charts, graphs, and the manipulation of graphics.